



**STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION**

209 E. Musser Street, Room 200 | Carson City, NV 89701-4298
Phone: (775) 684-0222 | <http://dadmin.state.nv.us/> | Fax: (775) 684-0260

ALL AGENCY MEMORANDUM #2012-04

February 10, 2012

TO: All Agencies

FROM: Jeff Mohlenkamp, Director
Department of Administration

SUBJECT: Changes in Ownership/Property Management for Leased Facilities

In order to properly manage the leasing of space for state agencies, it is important that the State Public Works Division (SPWD) maintain accurate records regarding the legal owner and/or property manager for all leased facilities. Changes in property ownership and management have increased in recent years and the SPWD needs your assistance in ensuring the changes are properly documented.

In the event that your agency receives notification regarding a change in ownership or management of a leased facility, please forward a copy to:

Department of Administration
Public Works Division
Attention: Leasing Services
Telephone (775) 684-1815
Fax: (775) 684-1817
LeasingServices@admin.nv.gov

Leasing Services will contact the parties to verify the property ownership's contact information including business name, owner's name, telephone number, fax number, street mailing address and email, per the **Notices Section** of the state lease agreement and obtain a copy of the owner's business license.

Once the ownership information is verified, Leasing Services will forward a copy of the owner's business license and the controller's vendor number to your agency contact.

Please also be reminded that lease payments are payable only to the legal owner of the property, unless approval to pay another party has been approved by the SPWD.

Thank you for your cooperation with this matter.



Jeff Mohlenkamp, Director